

## SENIOR ADMINISTRATIVE OFFICERS CONFERENCE

27, 28 &amp; 29 OCTOBER 1958

OFFICE  
OF THE SECRETARYFinancial Management Improvement

Financial Management Improvement in perspective; a new look at the origins, scope, objectives and phasing of the Agency's Program. A report on FPA to date. A review of the kinds of financial data available to executives and of how they may be exploited for more effective management.

Administrative Plans and Fiscal Annexes

Review and discussion of basic purposes of administrative plans and fiscal annexes; consideration of some significant distinctions between them and review of some typical current uses.

Medical Support

A review of the psychiatric program and of procedures applicable to the identification and care of psychiatric problems.

Careers in Administration

Discussion of the Administration Career Service in transition; factors bearing on selection, rotation and development of administrative officers; discussion of competitive promotion and how it works in the Administration Career Service; tours of foreign duty; selecting officers for senior positions in the Support Services.

The Flexible T/O

Review of the objectives of the "flexible" T/O; summary of experience in the Office of Communications during twenty months of operating under the concept; a look at some problems which have emerged during general installation of the system.

Support Services Elements of Operational Task Forces

A review of the strategic problem and of the role of the Support Services under current concepts; consideration of major Support problems which have emerged and some tentative approaches to their solution.

Making the Support Program More Effective

This session, which will conclude the Conference, will seek to stimulate and evoke new ideas for making any aspect of the Support program more effective and efficient.

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Schedule

Monday

0930-1000	Conference Organization (L. K. White, DD/S)	
1000-1200	Financial Management Improvement [REDACTED] D/Comp)	25X1A9a
Lunch		
1315-1415	Financial Management Improvement	
1430-1630	What the Area Division Expects From Its Chief of Support ([REDACTED] C/WE Division, DD/P)	25X1A9a
1900	Dinner	

Tuesday

0900-1100	Administrative Plans and Fiscal Annexes [REDACTED] C/Com Staff) [REDACTED] C/Fin Division) [REDACTED] SA-SSA-DD/S)	25X1A9a
1100-1200	Medical Support (J. R. Tietjen, C/Med Staff)	
1200-1300	Careers in Administration [REDACTED] SSA-DD/S)	25X1A9a
Lunch		
1415-1615	Topic To Be Announced ([REDACTED] C/IRM Staff, DD/P)	25X1A9a
1900	Dinner	

Wednesday

0900-1100	The Flexible T/O [REDACTED] D/Pers)	25X1A9a
1100-1300	Support Services Elements of Operational Task Forces [REDACTED] SPA-DD/S)	25X1A9a
Lunch		
1435-1615	Making the Support Program More Effective	

25X1A

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